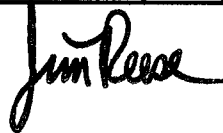


For: County Offices

Travel Questions & Answers All Employees (GS & CO)

Approved by: State Executive Director



1 Overview

A

Background

County Office travel will be processed through NFC beginning FY 2003, (October 1, 2002). CED's have been trained on Federal Travel Policy as approving officials and Admin PT's have been trained on proper completion and On-line NFC processing of the AD-202, Travel Authorization, and AD-616, Travel Voucher, as well as Federal Travel Policy. Arrangements are being made to train FLS and FLM's on Federal Travel Policy and a district FLPT on proper completion of the AD-202 and AD-616 and On-line NFC processing for Field Office FLP personnel.

B

Purpose

This Notice is being provided to:

- Clarify the responsibilities of the approving official.
- Clarify the responsibilities of the program technicians with travel processing responsibilities.
- Clarify the responsibilities of each traveler with regard to performance of travel, and completion and submission of travel vouchers.
- Types of AD-202, Travel Authorizations that will be utilized in Oklahoma and when they are appropriate.

Disposal Date

October 1, 2003

Distribution

County Offices

2 Approving Official Responsibilities

A Who is the Approving Official

The approving official is the person who authorizes the travel and approves the reimbursement. For FSA the SED has overall authority and responsibility for limiting travel.

Following is a summary of Employees with Approving Official Responsibilities:

Traveler	Approving Official
State Office Employees including DD's and COR's	SED, Acting SED, or Admin Officer
Farm Loan Managers and Farm Loan Specialists	District Director
Farm Loan PT's	District Director or FLM upon Delegation of Authority
COC Chairperson	District Director
County Executive Directors	COC Chairperson or DD
Farm Program PT's	CED

B Approving Official Responsibilities

It is the responsibility of the Approving Official to:

- Determine when travel is necessary to accomplish duties that have been assigned to personnel.
- Authorize and approve necessary travel performed in accordance with Travel Policy as outlined in the FSA/FAS Travel Policy and Procedure Manual (9/2001).
- Review travel vouchers to ensure travel is conducted in a prudent manner consistent with the travel authorization and policy.
- Ensure travel claims are submitted timely.

3 Program Technicians with Travel Processing Responsibilities

A Responsibilities

Program Technicians with travel processing responsibilities shall:

- Prepare AD-202's for Approving Official and process through NFC.
- Maintain Voucher Number log and monitor travel expenditures.
- Assist all employees with proper completion of travel vouchers and maintain FSA/FAS Travel Policy and Procedure Manual and Notices relating to travel.
- Review travel vouchers for compliance with travel policy prior to processing for payment, to prevent over, under or otherwise erroneous travel reimbursements.
- Process travel claims timely upon receipt of valid AD-616's from travelers.

4 Traveler Responsibilities

A Traveler Responsibilities

It is the traveler's responsibility to:

- Ensure travel is authorized prior to performing travel.
- Abide by the prudent person rule, which says: "A traveler must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business." Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of a mission are not considered acceptable as exercising prudence. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience. (Travel Policy & Procedures Manual (TPPM) page 1-2.)
- Complete AD-616, Travel Voucher for all official travel in accordance with travel policy for Approving Official's certification in a timely manner. Travel vouchers should be submitted within five working days after completion of type "C" travel or no more than every thirty days for type "B" travel. (TPPM page 6-1).
- Stay within spending limits provided on the travel authorization (AD-202) or notify approving official if authorized travel funds are not adequate to cover assigned duties.

5 Types of AD-202, Travel Authorizations

A Types of AD-202, Travel Authorizations

The National Finance Center provides many options of travel authorizations to suite the many agencies and travelers for which it has payment responsibilities. Among these options are:

Type B	A limited open authorization issued for a limited period of time (not to exceed one fiscal year) for employees required to perform frequent, routine, repetitive travel within a work related geographic area (within the state) limited to indicated types of expenditures and a total dollar limit.
Type C	A trip-by-trip authorization is an authorization issued for a specific trip that identifies purpose, itinerary, and specific estimated costs. Is needed for any travel outside the state of Oklahoma that requires the traveler to incur per diem.
Type L	An authorization issued for employees traveling exclusively within the area of their official duty station, local travel. (Within the confines of their designated local area or radius not to exceed 50 miles.)
Type ML	Is a type "L" authorization that covers multiple travelers.

5 Types of AD-202, Travel Authorizations, *continued*

A

Types of AD-202, Travel Authorizations, *continued*

Type “B” and “C” Authorizations obligate funds, Type “L” and “ML” only identify travelers and types of expenditures authorized. Funds are obligated as travel vouchers are processed against them.

B

Types of AD-202, Travel Authorizations to be Utilized by Oklahoma FSA

Farm Loan Program Employees have been traveling under type B & C authorizations. The Oklahoma State FSA Office has trained Administrative Farm Program PT’s on completion of Travel Authorizations and Vouchers for Type B and C travel.

Type L travel applies to local travel within the limits of an established area having definite boundaries (such as a county). In the absence of a defined area, the local travel area is a 50-mile radius of the official duty station. Travel outside the local area cannot be approved on a Type L authorization. (See Notice FI-2541) Type L travel will have limited application but may apply to Field Technicians who routinely travel just within the county or area. Counties desiring to use the Type L must contact the Administrative Section for instructions.

Local Travel may be claimed under a type B authorization, however, local travel policies apply for travel within the defined limits of the official duty station. Note: Per diem does not apply when traveling within the local travel area and normal-commuting costs cannot be reimbursed. Approving officials have the authority to designate an alternate travel headquarters on a case-by-case basis. Travel must always be authorized to the advantage or the government.

Example: Within a given month, a CED makes several spot checks and also travels outside the county to a district meeting. All travel could not be claimed against a Type L travel as the district meeting was outside the local travel area. All travel could be claimed against a Type B authorization but local travel policy applies to all of the field inspections within the local area.

C

Type L AD-202 and AD-616

Upon notification of county office request for Type L travel, the State Office will provide approving official with procedure for completion of Type L and Type LM Travel Authorization, AD-202 and Travel Voucher, AD-616 as applicable.